

**APPLICATION FOR ACCREDITATION OF
CONTINUING LEGAL EDUCATION ACTIVITY**

RETURN TO:

INDIANA COMMISSION FOR CONTINUING LEGAL EDUCATION

115 West Washington Street, Suite 1065

Indianapolis, IN 46204-3417

Phone: (317) 232-1943

Fax: (317) 233-1442

www.in.gov/judiciary/cle (Form is available in PDF format)

Note this form may be used by an individual or sponsor. For traditional courses, it may be completed before the course is presented and up to thirty (30) days after the course. For In-house and Distance Education courses applications **must be applied for at least 30 days** before the course.

Course No. _____
NOTICE OF DECISION (To be completed by CLE)

The following action has been taken on this application:

- ☐ APPROVED for _____ CLE credits
☐ APPROVED for _____ In-house credits
☐ APPROVED for _____ Distance education credits
☐ APPROVED for _____ ETHICS credits
☐ APPROVED for _____ NEW LAWYER credits
☐ ACCREDITATION DENIED. Reference _____
☐ RETURNED for more information. Please complete each item on this form indicated by the number(s) circled:

1 2 3 4 5 6a 6b 6c 7 8 9 10 11 12 13 14 15
16 17 18 19 20

- ☐ REFERRED to CLE meeting on _____
☐ Please see attached materials.

Date _____ CLE Staff _____

1. Name, address, phone, fax, e-mail and website of **organization** providing or sponsoring the activity:

-
-
-
-
-

Name, address, phone, fax and e-mail of **applicant** (if different from organization)

-
-
-
-
-

2. Title of course _____

3. Date(s) and location(s) (Building, City, State) _____

4. Delivery Method(s):

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> faculty in room with participants | <input type="checkbox"/> telephone to broadcast site | <input type="checkbox"/> interactive video | <input type="checkbox"/> satellite |
| <input type="checkbox"/> audiotape presentation | <input type="checkbox"/> videotape presentation | <input type="checkbox"/> interactive computer/internet | <input type="checkbox"/> discussion leader present |
| <input type="checkbox"/> web cast | <input type="checkbox"/> computer based | <input type="checkbox"/> CD Rom | <input type="checkbox"/> text only via internet |
| <input type="checkbox"/> on demand streaming audio video | <input type="checkbox"/> other (explain) _____ | | |

5. Was this course or a portion of this course previously approved for credit by the Commission? ☐ YES ☐ NO

If yes, in what delivery method was the course given? _____ What is the course number? _____

6. Check *all that apply* regarding the course:

a. For **traditional** presentation methods: *Course must provide a discussion leader or two-way communications, classroom setting away from attorneys' offices, and an opportunity to ask questions. Attendance must be monitored at the attendance site.*

_____ written materials	_____ advertised and open to attorneys	_____ attorney audience	_____ interactive
_____ attendance monitored	_____ by invitation to (list categories) _____		
_____ classroom situation	_____ accessible to persons with disabilities	_____ academic or governmental attorney audience	
_____ away from attorney offices	_____ attorneys from other offices in audience	_____ telephone	
_____ live presentation	_____ video tape	_____ audiotape	
_____ discussion leader	_____ writing surface available	_____ self study	

b. For **distance education** accreditation (Effective January 1, 2005, attorneys may receive a maximum of six hours per three year educational period):

Is this course a segment of a larger original course? _____ yes _____ no

_____ self-study (if non-interactive, will be denied)	_____ advertised and open to attorneys
_____ interactive	_____ attendance continually monitored by sponsor
_____ CD Rom	_____ PIN used during course
_____ on-line	_____ test used during or after course
_____ audio	_____ telephone
_____ video	_____ meaningful technical assistance offered during program (explain: _____)
_____ certificate of continuing attendance provided by sponsor	_____ by invitation (list categories) _____

c. For **In-house accreditation** (Effective January 1, 2005, attorneys may receive a maximum of three hours per three year educational period):

_____ written materials

_____ academic or governmental audience (exempt from three hour cap) _____ attendance monitored
 _____ taught by outside judge, attorney or sponsor who is not a member, employee or of counsel of the sponsoring firm _____ classroom situation
 _____ course is for the exclusive benefit of the attorneys employed by a private organization or law firm _____ live presentation
 _____ application is submitted thirty days prior to program (will be rejected otherwise) _____ satellite, teleconference
 _____ writing surface available _____ discussion leader at site
 _____ audio _____ video

7. List admission restrictions: _____

8. Number of attendees from outside sponsors' organization as compared to total number of attendees: _____ to _____

9. a. Is this course primarily designed for and targeted to attorneys? _____ Yes _____ No
 b. Is this course *suitable* for lawyers who have been in practice for fewer than 5 years? _____ Yes _____ No
 c. Is this course *targeted and directed* to lawyers who have been in practice for fewer than 5 years? _____ Yes _____ No

10. If credit is requested during food service, how many minutes will the presenter speak? _____

11. Description of materials to be distributed: ☐ total pages _____ ☐ electronically (describe) _____

12. Total MINUTES of instruction (excluding breaks, meals, introductory remarks and business meetings) _____

13. Partial Accreditation Request Requirement. Identify the topics on the agenda for which you claim CLE credit and the number of minutes claimed, if you are requesting partial accreditation. See Important Application Information.

Topics: _____ # of minutes _____

14. If submitted by attendee, how does this course make a significant contribution to your competence as an attorney? _____

15. If submitted by attendee, are you a presenter for the course? _____ Yes _____ No Total minutes of presentation _____
 (not available for NLS, In-house and Distance Education courses)

16. Did you prepare written materials for the seminar which were presented by someone else? _____ Yes _____ No Total minutes in preparation _____
 (not applicable for NLS, In-house and Distance Education courses)

17. Indiana Ethics. Identify the topics on the agenda for which you claim ethics credit and the number of minutes claimed. See Important Application Information.

Topics: _____ # of minutes _____

18. **ENCLOSURES REQUIRED:** - brochure or course outlines/schedule and course description (must include a breakdown of time spent on each topic)
 - table of contents or equivalent
 - faculty name(s) and credentials (if not in brochure or description)
 * - personal affidavit of attendance by attorney – for attorney applicant only (below)
 - certification of attendance by sponsor (on sponsor standard form or letterhead)

19. **SPONSOR ACKNOWLEDGMENT (For Sponsor Applicant Only)** The applicant acknowledges that the Commission may later require submission of copies of course materials distributed in connection with this program. The applicant acknowledges that this course (will be) (was) open to the Commission for observation. The applicant will provide the Commission with certification of attendance of all Indiana attorneys who attended within thirty days following the course. This certification will be under oath and on applicant's letterhead or standard form. I affirm, under the penalties for perjury, that the foregoing representations are true.

Printed Name and Title _____ Date _____
 Signature _____

*** 20. PERSONAL AFFIDAVIT OF ATTENDANCE (For Attorney-Attendee Applicant Only)**

I, _____, hereby swear or affirm that I attended the above course and claim that I am entitled to _____ general CLE minutes and _____ ethics minutes.
 I affirm, under the penalties for perjury, that the foregoing representations are true.

Printed Name and Attorney Number _____ Date _____
 Signature _____